

Setting Up Medicaid Benefits for Newborns

When the birth of a baby is reported, determine which statement below matches the circumstances of the case:

- #1 Mother has MA-PW or MA-QP and has reported that her baby was born this month.
- #2 Mother has MA-PW or MA-QP and has reported that her baby was born last month.
- #3 Mother receives TANF Cash Assistance (AF) benefits.
- #4 Mother has reported the birth of her baby, but MA-PW or MA-QP benefits were never registered on TEAMS.

Then follow the corresponding procedure in this Guide.

For example, if Statement #4 matches your situation, follow Procedure #4 (page 5).

<u>Procedure #1</u>	
Scenario: One of your clients received MA-PW benefits for September. On September 15th, she reports that her baby was born during <u>that</u> month (September 3rd).	
Step	Action
1.	<p>First, close the MA-PW involvement as follows:</p> <ul style="list-style-type: none"> • Access the MAED screen for MA-PW for the <i>case current</i> month (October in the scenario above). • Enter the Denial/Closure code TRN (Transfer Between Category/Case), enter Y in the Authorize field, and press Enter. This closes MA-PW as of the last day of the previous month (September in this scenario). • Press F3 to return to SYSE. <p><i>Note: You no longer need to register the new MA subtypes before closing the existing subtype.</i></p>
2.	<p>Next, update the baby's "unborn" data as follows:</p> <ul style="list-style-type: none"> • Next to the MA-PW SEPA screen, and obtain the unborn's Client ID. <ul style="list-style-type: none"> – You may copy the ID using the Windows "copy" function, or write it down. • Next to the CLIM menu, enter the Client ID in Section 3, and inquire using INOP. Then enter Y to save for maintenance. <ul style="list-style-type: none"> – Remember, you will always find the correct "unborn" record if you inquire using the Client ID rather than the name. • Update the baby's birthdate, name, gender, etc. on CLMA (for details, see Process Guide 1500-P.2, "Changing an Unborn to a Newborn"). <p>When the baby's information is updated, press F3 to return to SYSE.</p>

3.	<p>Now register the new Medicaid involvements (MA-AN and MA-EP) as follows:</p> <ul style="list-style-type: none"> • Next to the APMA screen, and enter MA-AN and MA-EP in the Program/Subtype fields. • Tab to the Application Date field. For both programs, enter today's date (or the date on which you were notified about the baby's birth). • Now tab to the Start Date field. They will have different start dates, as follows: <ul style="list-style-type: none"> – For MA-AN, the start date is the first of the <u>birth</u> month (Sept. 1 in this scenario). – For MA-EP, the start date is the first day of the <u>next</u> month (Oct. 1 in this scenario), because the mother already received MA-PW benefits for the birth month. • Press Enter. (You should return to SYSE automatically.)
4.	<p>Update SEPA for MA-AN as follows:</p> <ul style="list-style-type: none"> • Enter the birth month/year on SYSE. • 'Next' to SEPA for MA-AN (be sure you're viewing the correct SEPA screen.) • Update the following information: <ul style="list-style-type: none"> – Change the mother's Participation code to IP (Ineligible Parent). – Change the baby's Relationship code to CH, and his/her Participation code to IN. – If there are other household members, make their Participation codes OU. <p>NOTE: Do not change any other SEPA screens for the month of the baby's birth <u>unless</u> appropriate per policy for each program.</p> <ul style="list-style-type: none"> • Press Enter until you reach the ETMT screen.
5.	<p>Update other screens in the screenflow:</p> <ul style="list-style-type: none"> • On ETMT, enter the appropriate ethnic code for the baby and a code for marital status (NM = Never Married). Press Enter. • On SSDO, update the baby's information as follows: <ul style="list-style-type: none"> – Enter the baby's SSN, <u>or</u> the SS5 Date, if no SSN. Enter a verification code. – Make sure the baby's birthdate is correct, and enter a verification code. – If the baby has been added (per policy) to an AF (TANF) involvement, also update the Education Level field (NS = Not in School). • On RECI, make sure the baby's Residency/Citizenship/Marital Status is correct. • Continue through all screens in the default screenflow, updating information as needed, until you reach EXBD.
6.	<p>On EXBD, authorize this first month of MA-AN benefits.</p> <ul style="list-style-type: none"> – Note: A redetermination date is not needed; the REDET DATE field is locked. <p style="text-align: right;"><i>More...</i></p>

7.	<p>Create the next month for MA-AN as follows:</p> <ul style="list-style-type: none"> Press F3 to return to SYSE, and enter the second month (October in this scenario). Select CODF (Copy Details For New Month) from the menu and press Enter. <ul style="list-style-type: none"> This moves MA-AN into the month in which MA-EP will begin (October in this scenario). To verify, check the CAP2 screen (CURR MM field). If MA-AN is still a month behind MA-EP, call the Help Desk for assistance.
8.	<p>Now update SEPA screens as appropriate:</p> <ul style="list-style-type: none"> If there are other program involvements (such as AF or FS), update SEPA for the baby <u>as appropriate per policy</u> for the month following birth. On the SEPA screen for MA-EP, change the mother's participation code to IN, and all others to OU. Press Enter.
9.	<p>Update other screens in the default screenflow:</p> <ul style="list-style-type: none"> Enter the baby's information on ETMT, RECI, SSDO, and others as needed (See Step 5).
10.	<p>Access EXBD. Authorize both MA-AN and MA-EP in the order in which their EXBD screens appear.</p> <ul style="list-style-type: none"> Note: A redetermination date is required for MA-EP but not MA-AN.
11.	<p>Enter case notes and send notices as appropriate.</p>

Procedure #2

On September 10th, your client reports that her baby was born late last month (August 27th). She has already received MA-PW benefits for September.

Action

Follow Procedure 1 above, **except**:

- The MA-AN involvement will start *two* months prior to the MA-EP involvement. (In this example, MA-AN will begin in August, but MA-EP won't begin until October because the mother already received MA-PW for September.)
- Repeat Steps 4 – 7 of Procedure #1 to work MA-AN for the first two months. This “catches it up” to the MA-EP involvement.

<p style="text-align: center;"><u>Procedure #3</u></p> <p>Your client, who receives TANF Cash (AF) benefits, reports the birth of her baby. The baby must be added to the AF involvement and the appropriate MA involvement.</p>	
Step	Action
1.	Add the baby to the AF involvement unit: <ul style="list-style-type: none"> • Follow policy to determine the AF start date. • If the baby was previously part of the AF case as an unborn, first update his/her data. (See Process Guide 1500-P.2, “Changing an Unborn to a Newborn.”) • If the baby was never added to the case as an unborn, follow the steps in Process Guide 200-P.1, “Adding and Deleting Household Members.”
2.	Add the baby to the appropriate MA subtype. <ul style="list-style-type: none"> • The start date will be the first of the month in which the baby was born.
3.	Access SEPA for the initial month of benefits. <ul style="list-style-type: none"> • On AF SEPA, update the baby’s Relationship code to CH, Adult/Child code to C, and participation code to IN. <ul style="list-style-type: none"> – On MA SEPA, update participation codes.
4.	Continue updating other screens in the screenflow: <ul style="list-style-type: none"> • Complete the PACR screen for the baby as appropriate per policy. • Update ETMT, SSDO, and RECI as needed (see Procedure #1, Step 5 for guidance). • Continue through other screens, updating information as needed.
5.	Access the EXPD (FAIM Payment Determination) screen: <ul style="list-style-type: none"> • Authorize the AF benefits with your password and press Enter. <ul style="list-style-type: none"> – If the baby was added to AF for a month in which benefits were already issued, an underpayment may result. See Process Guide 1500-P.6, “Processing Over- and Underpayments,” for guidance on authorizing the supplemental payment.
6.	Continue to the EXBD screen(s): <ul style="list-style-type: none"> • Authorize MA-AN and/or MA-FM with your password and press Enter.
7.	If needed, copy programs into the current month using the CODF option on SYSE.
8.	Enter case notes and send notices as appropriate.

Procedure 4

Your client already had her baby, and was eligible for either MA-PW or MA-QP. However, those benefits were not yet established on the system.

- **IMPORTANT NOTE:** To set up Pregnant Woman (PW or QP) benefits for the mother retroactively, the baby must be registered on TEAMS as an Unborn! This requires a future birthdate, and the SSN must NOT be entered yet, even if available.
- Once PW or QP benefits are issued, the baby's information can be updated, and the proper subtypes can be established for the baby.

Step	Action
1.	<p>Establish MA-PW (or MA-QP) benefits for the mother for the application month.</p> <p>Reminders:</p> <ul style="list-style-type: none"> • When registering the application, save the baby to the system using a gender code of U (Unborn), a Relationship code of UB, and a future birthdate (at least one day later than today's date). Do NOT enter an SSN, even if you know what it is. • On SEPA, the baby's participation code must be UB. • This data will be updated later, after the mother's benefits are issued.
2.	<p>If requested by the applicant, set up retro months (as appropriate) for this Medicaid subtype.</p> <ul style="list-style-type: none"> • Use the CRRM (Create Retro Medicaid Month) function on the CAMM menu.
3.	<p>Wait until the MA-PW or MA-QP benefits established in Steps 1-2 have been issued.</p> <ul style="list-style-type: none"> • This is necessary because the system won't allow more than one subtype to be established for the same clients at the same time. • Issuance should occur overnight, since you are establishing benefits for the current calendar month or prior month(s).
4.	<p>When MA-PW or MA-QP benefits have been issued, follow the appropriate procedure in this Process Guide to close the MA-PW or MA-QP involvement and open other Medicaid subtype(s) as needed.</p> <ul style="list-style-type: none"> • For example, if the mother doesn't receive TANF Cash Assistance, you would follow <u>Procedure 1</u> to close the MA-PW or MA-QP involvement and open new Medicaid subtypes for ongoing months.